

Apply for DAU training

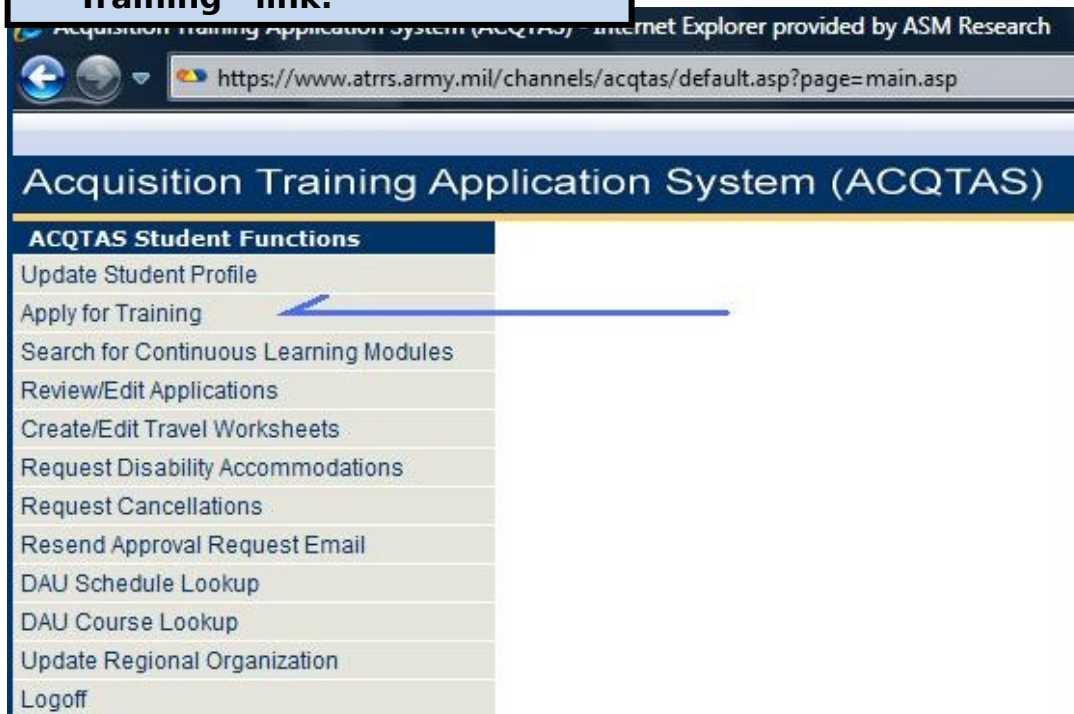
Getting Started

Click on this URL:

<https://www.atrrs.army.mil/channels/acqtas>

Process Step

1. Click on the "Apply for Training" link.



ACQT
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Process Steps continued ..

After selecting "Apply for Training" from the main ACQTAS menu, you will be guided through a series of application screens to select a class that fits your location and timeframe. Continued steps in this process include:

2. Select the Training Category "DAU Classroom and Web Courses".
3. Select a course using the drop down box provided.
4. Click on the "Select Course" button.
5. Select a class location. A cost effective location has been determined to be the most economical location for you, with current class vacancies, based on the residence zip code in your profile.
6. Select a class offering by clicking on the class number.

Preparing Travel Worksheet



Getting Started

Loton to ACQTAS:

<https://www.atrrs.army.mil/channels/acqtas>

Process Step One

Click on the "Create/Edit Travel Worksheet" link.

Acquisition Training Application System (ACQTAS) - Internet Explorer provided by ASM Res

https://www.atrrs.army.mil/channels/acqtas/default.asp?page=main.asp

ACQTAS Course Registrar ... ATRRS Help Desk Compan... ATI

Acquisition Training Application System (ACQTAS)

ACQTAS Student Functions	
Update Student Profile	Number of
Apply for Training	Number of
Search for Continuous Learning Modules	Number of
Review/Edit Applications	Number of
Create/Edit Travel Worksheets	Number of
Request Disability Accommodations	Number of
Request Cancellations	Number of
Resend Approval Request Email	Number of
DAU Schedule Lookup	Number of
DAU Course Lookup	Number of
Update Regional Organization	Number of
Logoff	Number of

Student Travel Functions	
Travel	Course
Course	Re

Process Step Two

Select the hyperlinked course number.

From this menu you have access to a Travel Requir

Prepare/Submit Travel Requirements Wor	
Course	Location
CON 120 (DAU)	FT BELVOIR, VA



Process Steps continued ..

After selecting the course you will be displayed the travel worksheet. Continued steps in this process include:

1. Verify that all of the information displayed on the Applicant Information is correct.
2. Select the travel requirement from the drop down menu (No travel required, TDY & Return, Local Mileage). The worksheet will refresh and the appropriate fields for your selection will be displayed.
3. Fill out all of the request information. Ensure that the information is as detailed an accurate as possible to prevent delays in receiving your orders and travel reimbursement.
4. Enter either you BOQ confirmation or non-availability number in the Remarks/Comments section. If you are not staying in BOQ enter in your hotel name with the nightly cost.
5. Once you have entered in all of the required information click on the 'Press to Submit Travel Requirements Worksheet' button. You will either receive a "worksheet has been submitted successfully" message or an error message.
6. Your travel worksheet will be submitted to your local agency travel manager for approval. If they have any questions in regards to your requests they will email you for more information.
7. Your travel orders. voucher form. and fax

Continuous Learning Point Tracking

Getting Started

URL:
<https://www.atrrs.army.mil/channels/acqtascl>
tutorial is available at: <https://www.atrrs.army.mil/channels/acqtascl/help/tutorial.doc>

Student Menu

[Update Profile](#)
[Request Cancellation](#)
[Request CL Points](#)
[Status of CL Request](#)
[Resend Approval Request Email](#)
[Transfer CL Points](#)
[CL Status](#)
[CL Certificates](#)
[Logout](#)


Help

[Frequently Asked Questions](#)
[ACQTAS Demo](#)
[DoD Point Guidelines](#)
[All Policy Documents](#)
[ACQTAS CL Tutorial](#)

Links

[ACQTAS for DAU Training](#)
[Privacy and Security Notice](#)

Click Here to Register for Ethics Training



ACQTAS

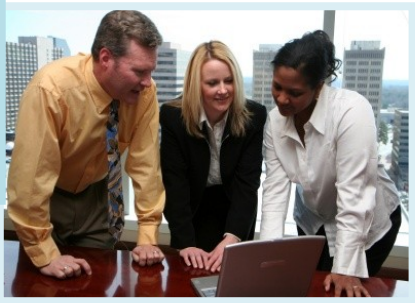
Please make a selection from the menu on the left

Continuous Learning events and dates are being added on a weekly basis. Please check back often.

The DoD Director, Acquisition Career Management is pleased to sponsor this module of ACQTAS. ACQTAS for Continuous Learning may be used to request registration for DoD DACM sponsored continuous learning events, track the continuous learning points you have earned, provide feedback on the events you have attended and, once you have met your requirement, print your official Continuous Learning Certificate of Achievement.

Who may use the Continuous Learning Management System? Top priority is given to Department of Defense acquisition workforce members who are certified to the level required by their position. These individuals must earn a minimum of 60 continuous learning points every two years to meet DoD requirements. Applications will also be accepted from DoD acquisition workforce members who are not certified, as well as Department of Defense employees who are not in the workforce, however, these individuals will only be registered for events on a space available basis.

Please note that travel and per diem costs associated with continuous learning events are not centrally funded. Travel and per diem expenses must be funded by your local Command.



ACQTAS for Continuous Learning Events

Request Continuous Learning Points

Please use this screen to request your supervisor's approval of continuous learning points you have earned through participation in locally funded training events, experiential assignments, or professional events.

You should not request approval of points earned by attending events you registered for using ACQTAS. This includes courses offered by the Defense Acquisition University (DAU). The points you earned in those events were approved during the registration process and are automatically added to your official record in ACQTAS. To review your current point status, click on "Review CL Training History" on the Student Menu.

Event Information

Name of CL Event

Event Description (1000 Character limit)

Event Type

Start Date

End Date

Number of Points Requested

Comments (1000 Character limit)

Student Information

DOB: 12-12-1234 Date of Birth: MM/DD/YYYY Gender: Male

First Name: JEFFREY Middle Initial: J Last Name: GOULD

Home Address: 1234 Main St City: TEST State: TX ZIP Code: 75001 Country: CANADA

Phone: (512) 555-1234 ext. 555 Fax: (512) 555-1234

Mobile: (512) 555-1234 ext. 555 Email: jgo@domain.com

Supervisor Contact Information

Supervisor: JEFFREY

Phone: (512) 555-1234 ext. 555

Email: jgo@domain.com

Submit Request

2. The **Request Continuous Learning Points** window appears. Under the **Event Information** heading, enter the name of the event for which you want to be awarded CL points in the **Name of CL Event** dialog box.

3. In the **Event Description** dialog box, describe the event.

4. From the **Event Type** dropdown list, select one of the appropriate training category.

5. Select the **Start Date** and **End Date** of the event in the dropdown lists.

6. Enter the **Number of Points Requested** in the dialog box.

7. Make any additional comments in the **Comments** dialog box.

8. Update your **Student**

Process Steps

1. Click on the **Request CL Points** link

10. The **Point Request Confirmation** window appears

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Event Information

Name of CL Event

Event Description (1000 character limit)

ACQTAS for Continuous Learning Events

Point Request Confirmation

STEVE D GOULD has successfully submitted a request for approval of CL points for the event listed below

Request Confirmation

Application Date: 01 Feb 2005

Event: Test Event #3

Event Type: Training (Functional, Technical)

Start Date: 05 Oct 2004

End Date: 05 Oct 2004

Points Requested: 5

- An email notification has been successfully sent to you.

- An email notification has been successfully sent to your supervisor.

[Back to Main Menu](#) | [Request points for another Event](#)

DAWIA Career Field Certification

Getting Started

URL:
<https://www.atrrs.army.mil/channels/acqtas>

Process Steps



1. Click the **ACQTAS for Career Field Certification** link

Acquisition Training Application System (ACQTAS)	
ACQTAS Student Functions	
Update Student Profile	
Apply for Training	
Search for Continuous Learning Modules	
Review/Edit Applications	
Create/Edit Travel Worksheets	
Request Disability Accommodations	
Request Cancellations	
Resend Approval Request Email	
DAU Schedule Lookup	
DAU Course Lookup	
Update Regional Organization	
Logout	
Student Travel Functions	
Prepare Travel Request	
Prepare Amendment	
Travel Status	
ACQTAS Continuous Learning Help	
CL Module Enrollment Instructions	
Ethics Training Instructions	
ACQTAS Continuous Learning Functions	
Enter ACQTAS CL site	
ACQTAS CL Tutorials	
Help	
ACQTAS Tutorials	
How To	
Contact ACQTAS Help Desk	
DoD Point of Contact Lookup	
DCMA Point of Contact Lookup	
Contact Component Travel Manager	
Frequently Asked Questions (FAQ)	
Links	
Data on Demand	
ACQTAS for Career Field Certification	
ACQTAS for Defense Acquisition Corps	
Privacy Act Statement	
DDODICS Notice Of Monitoring	
Security Notice	
Other Useful Links	



2. The **Registrant Profile** screen appears.; review the information to ensure it is correct – click the **Update Profile** link.
3. The **ACQTAS for Career Field Certification** screen appears; select **Certification Application** from the left side tool bar.
4. The **Career Field Selection** screen appears; select the **Career Field** and **Certification Level Pursued** from the dropdown list. Click Continue.
5. The **Certification Checklist** screen appears; complete the required information. Click Continue.
6. The **Career Field Certification Application** screen appears; review the information to ensure it is correct. Click Submit.

ACQ CORPS Membership

Getting Started

URL:
<https://www.atrrs.army.mil/channels/acqtas>

Process Steps



1. Click the **ACQTAS for Defense Acquisition Corps** link

Acquisition Training Application System (ACQTAS)	
ACQTAS Student Functions	
Update Student Profile	
Apply for Training	
Search for Continuous Learning Modules	
Review/Edit Applications	
Create/Edit Travel Worksheets	
Request Disability Accommodations	
Request Cancellations	
Resend Approval Request Email	
DAU Schedule Lookup	
DAU Course Lookup	
Update Regional Organization	
Logout	
Student Travel Functions	
Prepare Travel Request	
Prepare Amendment	
Travel Status	
ACQTAS Continuous Learning Help	
CL Module Enrollment Instructions	
Ethics Training Instructions	
ACQTAS Continuous Learning Functions	
Enter ACQTAS CL site	
ACQTAS CL Tutorials	
Help	
ACQTAS Tutorials	
How To	
Contact ACQTAS Help Desk	
DoD Point of Contact Lookup	
DCMA Point of Contact Lookup	
Contact Component Travel Manager	
Frequently Asked Questions (FAQ)	
Links	
Data on Demand	
ACQTAS for Career Field Certification	
ACQTAS for Defense Acquisition Corps	
Privacy Act Statement	
DDODICS Notice Of Monitoring	
Security Notice	
Other Useful Links	



2. The **Registrant Profile** screen appears.; review the information to ensure it is correct – click the **Update Profile** link.
3. The **ACQTAS for Defense Acquisition Corps** screen appears; select **Membership Application** from the left side tool bar.
4. The **Defense Acquisition Corps Membership Application** screen appears; complete the required information. Click Submit Application.
5. The **Confirmation** screen

